

COVID-19 Public Health Response

Temporary Guidance for Neighborhood/Developer Meetings

Guidance on compliance with neighborhood meeting requirements during State of Emergency

In response to the outbreak of the COVID-19 virus, the City of Tualatin is issuing temporary guidance while the City is in a declared State of Emergency (Resolution No. 5488-20). It is important to note this guidance is only in place to promote social distancing efforts and it will not become permanent. This guidance does not change any City ordinances.

QUESTION: How can an applicant comply with the neighborhood/developer meeting requirements of the Tualatin Development Code (TDC) Section 32.120 in a manner that complies with the Governor's Stay Home, Save Lives Order (Executive Order No. 20-12) and the City's declared State of Emergency (Resolution No. 5488-20), adopted on March 23, 2020.

RESPONSE: Neighborhood/developer meetings are required for applications identified in TDC [Table 32-1](#). Neighborhood/developer meetings are required to be held at a location within the City of Tualatin. However, to comply with the Governor's Stay Home, Save Lives Order promoting social distancing efforts, the City of Tualatin will deem an applicant to be in compliance with TDC 32.120 by demonstrating that the following alternative procedures and submittal requirements have been followed:

Virtual Neighborhood/Developer Meeting Procedures

1. A virtual meeting shall be established on a digital platform that is publicly accessible and does not require a user login or subscription to join the meeting. The digital platform must also allow a call-only option for non-internet users.
2. The virtual meeting shall be held on a weekday evening after 6:00 p.m. or on weekends between 9:00 a.m. and 8:00 p.m. and shall not be held on a national holiday.
3. Mailed notice of the virtual meeting shall be provided in the same manner as specified in TDC 32.120.
 - a. The notice shall include the following information:
 - i. Instructions for how to join the virtual meeting and how to submit written comments both prior to and during the meeting.
 - ii. Instructions for how to obtain or view materials to be presented during the virtual meeting. Such materials shall be made available, upon request or on a publicly accessible digital platform, a minimum of two days prior to the meeting and a minimum of 10 days after the meeting concludes.
 - iii. Preliminary details of the major elements of the proposed development.
 - iv. Whether the development proposal includes a single or multiple applications.

4. The applicant shall also provide an electronic copy of the mailed notice and its contents to the City of Tualatin (attn.: Lynette Sanford, Office Coordinator – lsanford@tualatin.gov).
5. The applicant shall post notice of the neighborhood meeting on the development site in the same manner as specified in TDC 32.120.
6. During the virtual meeting, the applicant shall read aloud all written comments and questions received prior to and during the meeting.
7. The applicant shall prepare meeting notes of major points, issues, and responses concerning the development proposal that were discussed at the meeting.
8. If no one joins the virtual meeting within 30 minutes of the scheduled starting time, the applicant may close the meeting and this requirement will be considered met upon the applicant's submittal of documentation to that effect.
9. Should the Governor's Stay Home, Save Lives Order (Executive Order No. 20-12) or the City's declaration of a State of Emergency expire after mailed notice of the virtual meeting has occurred, the applicant has the option of holding the virtual meeting pursuant to these temporary procedures or holding a neighborhood meeting pursuant to the standard procedures described in TDC 32.120. A new posting and mailed notice shall be required for an applicant choosing to hold the meeting using the standard procedures.

Neighborhood/Developer Meeting Materials Submitted with Application

The neighborhood/developer meeting notes, list of parties notified, affidavits of mailing and posting notices, copies of all materials made available by the applicant before and at the virtual meeting, and a list of attendees shall be included with the development application upon submittal.

This temporary guidance is in effect for such time as the Governor's Stay Home, Save Lives Order (Executive Order No. 20-12) or the City's declaration of a State of Emergency (Resolution No. 5488-20) remains in effect.